

## iCampus Parent Portal - Activating a New Parent Account



\*Access the link on the Coffee County Schools website at <http://www.coffee.k12.ga.us/>  
OR \*Click the Campus Parent Portal link  
<https://icampus.coffee.k12.ga.us/campus/portal/coffee.jsp>



### STEP 1:

\*Click on "Get your activation code here."



### STEP 2:

- \*Enter student's five-digit ID number
- \*Enter student's Social Security Number
- \*Enter student's birthdate
- \*Click "Submit"



### STEP 2

Student Number:

Student SSN:  999999999 (no dashes)

Student Birthdate: Month:  Day:  Year:  (4 Digit Year)



**STEP 3:**

- \*Parent's name and activation code will appear
- \*WRITE THIS NUMBER DOWN
- \*Click "Activate Your Parent Portal Account Now"



**STEP 4:**

- \*Enter activation code/key in boxes
- \*Click "Submit"



**STEP 5:**

- \*Create a username
- \*Create a password
- \*IMPORTANT: Keep a copy of this information for future use.



**STEP 6:**

- \*Enter an email address
- \*Re-enter/Confirm email address
- \*Enter email password
- \*Click "Save"



**STEP 7:**

- \*Your iCampus Parent Portal account has been created.
- \*Log in to the iCampus Parent Portal using the username and password just created.

If you encounter any problems logging in, please call 912-389-6890.